



TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE

01-131

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent WIC Local Agencies
Director, Office of Public Health Practice

FROM: Barbara Keir, Director
Public Health Nutrition and Education
Bureau of Nutrition Services

ORIGINAL SIGNED

DATE: November 15, 2001

SUBJECT: Non-Contract Formula Approval by State Agency Staff

This memo is to remind you that the State Agency support staff for non-contract formula approval is available from 7:00 a.m. to 6:00 p.m. Monday through Friday, and from 9:00 a.m. to 1:30 p.m. on Saturdays. Attached is a listing of holidays when State Agency support staff will not be available.

If formula approval is needed after 6:00 p.m., or at any other time when State Agency staff are not available, the local agency staff should use professional judgment to approve non-contract formulas to prevent having the participant return to the clinic on a later date. Please notify the State Agency on the following day regarding what actions were taken.

This does not mean you should automatically approve a formula after hours. You must still have all the documentation required by FD: 16.0. If the physician needs to be contacted to answer questions or provide additional information for the prescription, the participant will have to return to the clinic after the contact has been made.

If you have any questions regarding this memo, please contact Isabel Clark, Clinical Nutrition Specialist at (512) 458-7111, extension 3489 or Isabel.Clark@tdh.state.tx.us.

Attachment

State Agency Formula Support Staff Hours

State Agency staff will be available during the following hours to approve special formula issuance or provide assistance with special formulas:

Monday - Friday 7 a.m. - 6 p.m.
Saturday 9 a.m. - 1:30 p.m.

Support staff **will not** be available on the following holidays:

Thanksgiving Day	11-22-01
Day After Thanksgiving	11-23-01
Christmas Eve	12-24-01
Christmas Day	12-25-01
Day After Christmas	12-26-01
New Year's Day	01-01-02
Martin Luther King, Jr	01-21-02
Presidents' Day	02-18-02
Memorial Day	05-27-02
Independence Day	07-04-02
Labor Day	09-02-02

Non-contract formula approval beeper number is: **512-499-6814**

If problems occur in reaching support staff call:

Patti Fitch	(512) 458-7111, extension 3598
Isabel Clark	(512) 458-7111, extension 3489
Matt Harrington	(512) 458-7111, extension 3503
Paula Kanter	(512) 458-7111, extension 3528